

SAMPLE EXTENSION REQUEST

[Date]

TO: [Administrative Officer]

FROM: [Title of Program Manager]

SUBJECT: Extension of Temporary Services

An exception to extend a temporary services contract for an additional [list the number of work days up to 120] work days is being requested. [Note: Be sure the temporary services do not exceed 240 work days in a 24-month period for this set of duties]

On [date], the [Office of], entered into a temporary service contract with [name of temporary services firm name and city/state] under purchase order number [list number].
The current contract expires on [date].

The temporary services employee, [Mr. or Ms.], is providing critical support for a temporary project. Specifically, he [or she] is assisting with [list the temporary project(s) and the temporary duties in such a fashion as to be clearly temporary in nature; if they are tied to a mandated program or requirement, discuss that briefly since that addresses the critical need justification; simply filling a vacancy is not appropriate use of the authority].

Although the current contract expires on [date], the [Office of] requires an additional [XX days] of [Mr. or Ms. 's] services to complete this temporary project. [Mr. or Ms.] is very knowledgeable regarding the full scope of the project requirement. To orient and train new personnel to complete these activities would be disruptive and counterproductive. An extension of this contract would allow the office to complete these activities effectively and within the extension period.

If you have any questions regarding this request, please let me know.

[Signature of Program Manager]